

**COMMUNITY HIGH SCHOOL OF VERMONT
STATE BOARD MEETING
MINUTES
Tuesday, March 13, 2012
Best Western
Waterbury, VT**

State Board Members Present: George Cross, Chair; Richard Fraser, Jason Gibbs, David Luce, Secretary; Holly Tippet

State Board Members Absent: Carol Bokan, Vice-Chair and Amy Grillo

CHSVT Administration Present: Mary Koen, Chief, Special Education; Dana Lesperance, Career and Technical Education Chief; Troy McAllister, Principal; Wilhelmina Picard, Superintendent; and Sheila Sayah, Administrative Assistant

Public Present: Barre Local Advisory Board Member: Herb Hatch

The meeting was called to order at 9:40 a.m.

Approval of Meeting Minutes

Dave Luce made a motion to accept the meeting minutes of February 14, 2012. Richard Fraser seconded the motion. The minutes were approved.

Public Comment

- George Cross read a letter he received from former board member Don Messier.
- Barre Local Advisory Member, Herb Hatch, brought concerns to the State Board about the cost of liability insurance that is mandatory in order for an adjunct to teach at the school. The Barre board is looking to the State Board and CHSVT administration for possible solutions. **George has requested that this concern be added as an agenda item for next month.**
- Herb also relayed concern about the lack of representation from the Barre board on the State Board. Discussion ensued.

Administrative Reports

Written reports were shared with board members prior to this meeting. Board members were given the opportunity to ask questions and each administrator was given a chance to provide updates as needed.

Dana – Update on the Career and Technical Education (CTE) Action Plan and the progress of the Environmental Protection Agency (EPA) Grant both of which will greatly benefit our students.

Troy – There was a discussion about what is being done to increase student enrollment at the Burlington street campus. There are many students under the age of 23 who are under the custody of the DOC in the Chittenden county area who are not accounted for whom it is not known if they are pursuing their high school diploma as stated by law.

Mary – Updates on Instructional Technology as well as special education. Currently there are two special education vacancies and one special educator leaving soon on maternity leave.

Wilhelmina – Provided information in writing about Vermont Correctional Industries (VCI) as it pertains to CHSVT.

Action Items

Letter of Resignation – George read an email from Amy Grillo expressing her need to resign from the State Board due to personal reasons. **Richard Fraser made a motion to accept Amy's resignation with deepest regrets. Dave Luce seconded the motion.** As Board Secretary, Dave offered to send Amy a letter thanking her for her service and requesting that she send an official letter of resignation to the Governor's office. Discussion ensued about names for Amy's position as well as members for the two other currently vacant positions.

Discussion Items

a. **Update progress of H.613** – George updated the Board on the legislative progress of bill H.613. Discussion ensued pertaining to special education funding.

b. **Student Learning Hours** – George requested information about the monthly student learning hours report. Discussion ensued. **The Board requested that only page one of the report be sent to the board with the agenda each month. Troy asked the Board to send suggestions of what they would like to see reported from the school each month. The Board would also like to hear more about challenges that the school faces so that they can find ways to help the school overcome the challenges.**

c. **Update progress of open meeting law information** – Lawyer still working on response to Wilhelmina regarding open meeting law requirements. Discussion ensued about meetings taking place in facilities and the use of the Department of Libraries online meeting board.

d. **Update on CTE services** – Dana is looking for feedback from the board on the CTE Action Plan.

e. **Opportunities at Chittenden Regional** – Dave Luce and Carol Bokan met recently with Dana for a look at program opportunities offered at the facility. Construction will be finished in October on an area that will house a VCI garment industry. Jill Evans, Director of Women and Family Services along with Vermont Works for Women are working toward improving workforce readiness for the women at Chittenden Regional.

Other Business – None at this time.

Items for next meeting

- Habits of Mind Institute - Dana
- Student Information System - Wilhelmina
- H.613 – George
- Curriculum Manual? - Troy

- AA-16/Adjunct Liability Insurance

Next Meeting – Tuesday, April 10, 2012. Proposed: Best Western in Waterbury

Richard Fraser made a motion to adjourn the meeting. Holly Tippet seconded the motion. The meeting adjourned at 11:35 a.m.

Respectfully Submitted

Sheila Sayah